



**United States Department of the Interior**  
BUREAU OF LAND MANAGEMENT  
Wyoming State Office  
P.O. Box 1828  
Cheyenne, Wyoming 82003-1828



In Reply Refer To:  
1400-713 (910a)P

October 11, 2006

Information Bulletin No. WY-2007-002

To: All Wyoming Employees

From: State Director

Subject: Equal Employment Opportunity Counselor Vacancies

**DD: 10/31/06**

At the present time, we have 2 EEO Counselor vacancies in Wyoming. The EEO Office will be accepting applications and nominations for these positions from Wyoming BLM employees until October 31, 2006.

The position of EEO Counselor is a collateral duty position in which the incumbent is responsible for the following duties:

1. Advising applicants/employees and managers of their rights and responsibilities within the EEO counseling process.
2. Maintaining an impartial and neutral position while handling EEO complaints.
3. Preparing a counseling report on each EEO complaint in a timely manner.
4. Attending EEO counseling and related training as needed. An EEO Counselor must attend all required EEO Counselor training courses. In addition, it is desirable to attend personnel training if the Counselor is not familiar with basic personnel rules and regulations.

The employee who volunteers or is nominated for this position should possess the personal characteristics of empathy, objectivity, maturity, flexibility, honesty, and the personal commitment to promote equal employment opportunity for all persons of different races, sexes, ages, national origins, religions, and disabilities. They should also be able to communicate with individuals at different organizational levels, able to gather and analyze pertinent facts, and able to negotiate informal resolutions.

All applications must be cleared through the individual's immediate supervisor prior to submission. If you are interested in becoming an EEO Counselor, please fill out the following

brief application form (Attachment 1-1 through 1-3), and send it to Attention EEO Specialist, EEO Office (WY-913). If you have questions, you may call Donna Shaffer, EEO Specialist, at (307) 775-6009.

Signed by:  
Robert A. Bennett  
State Director

Authenticated by:  
J. Camargo, Secretary  
State Director's Office

2 Attachments:  
1 - Application for EEO Counselor (3 pp.)  
2 - EEO Counselor Position Description (1 pp.)

**APPLICATION FOR EQUAL EMPLOYMENT OPPORTUNITY COUNSELOR**

Background: See attached material on EEO Counselor Position Description.

Eligibility: Only employees in non-supervisory positions are eligible to become EEO Counselors.

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Applicant Name:

Title and Grade of present Position:

Branch/Division:

Mail Code:

Phone Number:

Supervisor's Name:

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1. Why would you like to become an EEO Counselor?

2. Briefly explain what experience, if any, you've had in facilitating the resolution of differences between individuals or groups in workplace situations. If you have no actual experience, explain why you believe you would be successful in this type of work.

3. Briefly describe what experiences you've had which indicate an ability to remain objective and impartial?

## EEO Counselor Agreement

EEO Counseling is a collateral duty assignment performed in addition to the duties of a regular full-time position. These collateral duties are not to constitute more than 20 percent of the incumbent's total duty time.

At a minimum, EEO Counselors must be willing and able to work at least 2 cases a year (each case on average takes approximately 20-30 hours).

This Collateral Duty position may be terminated at any time, without cause, by the EEO Counselor, or the EEO Office, or the incumbent's supervisor/manager.

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Signature of Applicant

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Date

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Signature of Supervisor

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Date

## **COLLATERAL DUTY EEO COUNSELOR POSITION DESCRIPTION**

The incumbent of this position is a designated Equal Employment Opportunity (EEO) Counselor, which is an official EEO responsibility under the supervision and guidance of the EEO Specialist/Manager. The incumbent is required to be available as an objective and impartial channel through which aggrieved persons may raise questions and seek resolution of problems which involve allegations of discrimination. The EEO Counselor's role is to advise employees and applicants of their rights under the EEO process, and conduct a limited informal inquiry in an effort to seek resolution at the lowest possible level. The incumbent counsels employees and applicants for employment who believe they have been discriminated against on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, genetic information, status as a parent, or reprisal for participating in an activity protected by the various employment discrimination civil rights statutes.

The incumbent conducts a thorough interview with the aggrieved person: explains the EEO complaint process and alternate applicable processes such as appeals, grievances, and alternative dispute resolution (ADR); and helps the aggrieved capture his or her allegations in writing. The incumbent attempts to informally resolve the aggrieved person's issue(s) by:

- (1) Obtaining facts to define the issues;
- (2) Organizing the information to develop a clear picture of the situation;
- (3) Discussing the matter with the parties involved including management; and
- (4) Attempting to negotiate an informal resolution.

If resolution is reached, the incumbent creates a draft resolution agreement and submits it for approval to the EEO Office, before any signatures are obtained. If no resolution is reached, the incumbent issues a Notice of Final Interview to the aggrieved individual. Upon completion of counseling, the incumbent prepares and submits a Report of Counseling to the EEO Office. The incumbent also keeps the EEO Office apprised of EEO related issues that come to his/her attention.

The EEO Counselor must be familiar with and observe applicable Federal, Departmental, and Bureau EEO program requirements and guidelines. Requirements of the Freedom of Information Act and the Privacy Act are also to be observed. This is a collateral duty assignment performed in addition to the duties of a regular full-time position. These collateral duties are not to constitute more than 20 percent of the incumbent's total duty time.